



Albert L. Fields
DETROIT FILM OFFICE
CITY OF DETROIT FIELD@DETROITMI.GOV

COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVE. SUITE 526
DETROIT, MICHIGAN 48226
PHONE (313) 224-1025 FAX (313) 224-2158

October 17, 2006

Dear Filmmaker,

Thank you for choosing Detroit as a location to produce and showcase your work. In order to streamline your filming* experience in the city, the Detroit Film Office will assist as your liaison to those City of Detroit departments relevant to your project and help you obtain the required permits.

In order to help, it is important that you complete and return a **Location Use Form** along with a current **Proof of Insurance Certificate** that indemnifies the City of Detroit. **Please complete all portions of the Location Use Form and attach as much detailed information as possible.** It is very important that we know the primary point of contact for your time in Detroit. This contact must have full decision-making authority as we work with your production team.

Your completed Location Use Form will help us determine potential support issues. The form with the required information must be **returned to the Detroit Film Office 15-days before** your Detroit filming begins. Remember that certain permits are required before some aspects of your work can start.

It is our intention to make your production experience in Detroit a highly efficient and inviting one that will bring you back. We look forward to working with you and thank you for choosing Detroit to be a part of your project. If you have any questions or need additional assistance, please call us at (313) 224-1025.

**"Film or Filming" in the context of this letter shall refer to film projects such as commercials, motion pictures, publicity campaigns, still photo shots, music videos, documentaries and other activities of this nature.*

Sincerely,

Albert L. Fields
Director, Detroit Film Office
City of Detroit, Mayor Kwame M. Kilpatrick



KWAME M. KILPATRICK, MAYOR